

**DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY**

**PURCHASING ASSISTANT
(Fiscal Division)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: **Candidates on a current examination list or Lateral Transfers**
Location: Hartford, CT
Hours: 40
Position #: 101473
Salary: \$44,845 - \$58,443 (Annually)
Closing Date: May 11, 2012

Eligibility: **Candidates must have passed the Purchasing Assistant examination list promulgated by the CT Department of Administrative Services (DAS). State employees may apply for lateral transfer if they currently hold the title of Purchasing Assistant, or have attained permanent status in the class since their most recent hire date.**

Example of Duties: Reviews all internal purchase requests for accuracy, completeness and conformance to specifications; determines if requested material is under contract or should be purchased by bid; prepares routine purchase requisitions; reviews bid proposals for accuracy, completeness and compliance with existing specifications and proper purchasing procedures; prepares and processes commitment documents, e.g. purchase orders, lease agreements, rental agreements and personal service contracts by determining required information and procedures; selects vendors and obtains quotes as required; reviews quotes for conformance to specifications and other pre-established criteria; assists in recommending contract awards; serves as liaison to vendors and state Bureau of Business Services; prepares reports and issues correspondence as required; may handle routine vendor problems and/or inquiries; may type and file purchasing related documents; may interview salesmen and vendors in absence of supervisor; may maintain minimum and maximum stock levels, update stock catalog or plan stock purchases; performs related duties as required.

General Experience: Four (4) years of clerical work involving purchasing or procurement.

Preference: Preference will be given to candidates possessing a thorough working knowledge of CORE-CT financial modules.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, three (3) professional references and an Application for Employment (CT-HR-12) to:

**DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
FAX: 860.707.1952**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.